

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

MANAGED CARE ADMINISTRATOR

Role Title: Program Administration Specialist II

Position #00130

Pay Band 5 Level II Hiring Range: \$43,892 - \$72,000

Closing Date: August 14, 2017

Excellent opportunity to work with the Supervisor of Contract and Administrative Services monitoring Managed Care Organization (MCO) contract deliverables. This position is responsible for the implementation, monitoring and support of managed care initiatives within assigned areas and provides subject matter expertise related to initiative implementation, analysis and reporting. The incumbent serves as liaison between internal/external customers and for business requirements, scope, testing and implementation to ensure quality, efficiency, effectiveness toward improving business practices. Additionally, responsible for supporting day-to-day operational activities and reviews monthly, quarterly and annual deliverables, and other data from contractors to identify trends and measure performance. Qualified applicants must have knowledge of the principles and practices of managed care and health programs, laws and regulations, and policy development. Requires knowledge and experience with managed care operations and health care research, health care policy development and project implementation. Must have proven ability to interact effectively in a team environment both within and outside the agency. Requires demonstrated ability to analyze and solve complex problems, and communicate effectively with a diverse audience through presentations and reports. Proficiency with office productivity software for the PC is required. Several years' experience with Medicaid/Medicare or commercial health plan operations and data analysis is preferred. Some experience with contract management is a plus. Bachelor's degree from accredited college or university with major coursework in public health, business administration, or related field preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance. EEO/AA/ADA